



## REVISION HISTORY

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00	11/15/2019	Charles Cherrito	Initial plan creation and implementation.
01	1/21/2021	Selvin McLean	Update to Reference section reviewed federal register for updates

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## PURPOSE

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The purpose of this plan is to apply ergonomic principles to the workplace to reduce the number and severity of musculoskeletal disorders (MSDs),

## IDENTIFYING ERGONOMIC RISKS

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There are two types of surveillance to identify tasks with ergonomic risks (active and passive).

### Active Surveillance

This will be Florida Tech's preferred method. Active surveillance uses observations, interviews, surveys, questionnaires, checklists, and formal worksite evaluations to identify specific high-risk activities.

### Passive Surveillance

In the event this method is utilized, Florida Tech's Risk Management department will assist to the ability they are able. Passive surveillance is conducting a records review, which looks at existing data available, such as OSHA 300 logs, workers' compensation claims, visits to the medical facility, and absentee records. Records may also indicate a frequency of worker complaints due to undue strain, fatigue or pain, or show a history of high turnover in certain departments or positions.

## CONTROLLING ERGONOMIC HAZARDS

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Florida Tech will take steps to identify and control ergonomic hazards.

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## TRAINING

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Training is intended to enhance the ability of supervisors and employees to recognize related ergonomic risk factors and to understand preventative measures and apply appropriate control strategies. Therefore, all Florida Tech employees are encouraged to sign up for the Florida Tech online "Office Ergonomics" training found here: <https://www.fit.edu/officeof-environmental-healthandsafety/safetytraining/>.

## RECORD RETENTION

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Florida Tech EHS Office will retain the ergonomics evaluation and training records for 3 years. All medical records will be maintained in the employee's personnel file for 30 years past employee separation date.

## REFERENCES

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OSHA: Ergonomics

<https://www.osha.gov/SLTC/ergonomics/>

OSHA: Computer Workstations eTool

<https://www.osha.gov/SLTC/etools/computerworkstations/checklist.html>

OSHA:

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## Appendix A: Ergonomics Evaluation